Sample hiring manager onboarding checklist

Associate Name:

_____

Associate first day:

_____

Prior to First Day:

- [ ] At least two weeks prior to the new hire's start date, arrange access to systems:
  - [ ] Obtain a telephone and voice mailbox for the new associate.
  - [ ] Make sure the associate's office/workstation is ready: desk supplied with notepads, pens, stapler, telephone directory, equipment; e-mail reference established, etc.
- [ ] One week before the new hire's start date, call to welcome him or her to the company.

First Week:

- [ ] Welcome the new associate to the department.
- [ ] Arrange a tour of facilities (building layout, parking facilities, cafeteria, restrooms, first aid stations, mail rooms, conference rooms, etc.).
- [ ] Introduce the new hire to co-workers and visit common areas.
- [ ] Discuss specific policies, procedures, and business practices such as: time reports, mail system, lunch and onsite dining facilities, security, safety, attendance, reporting off, returning to work after extended absence or hospitalization, dress (both business and casual), vacation, etc.
- [ ] Review the organizational structure of your business unit; discuss the structure of the department and how it fits into the broader organization.
- [ ] Provide the associate with information about the department's mission, goals, and objectives.

First Week, Continued:

☐ Explain safety requirements when working in a plant environment (i.e., dress). If necessary, make arrangements for the associate to obtain safety glasses or other safety equipment.

☐ Add the new hire to the appropriate distribution lists for the department.

☐ Determine any team or project SharePoint sites to which the associate should be granted permission.

☐ Provide an overview of administrative processes (ordering supplies, mail, etc.).

☐ Arrange basic skills training as needed for the associate in Outlook (scheduling meetings, receiving/sending email, news, etc.).

☐ Provide the associate with a list of important contacts throughout the department.

☐ Discuss departmental protocol and administrative activities, work schedules, approval of expense reports or requests to purchase, role of secretarial support, requests for copies, forms review, prescheduled meetings for the balance of the year, team meetings, etc.